

QUESTIONS AND ANSWERS

RFP #2024-005

NEW HAMPSHIRE DEPARTMENT OF ENERGY

REQUEST FOR PROPOSALS

TRAINING AND TECHNICAL ASSISTANCE SERVICES

	Questions	Answers
1.	<p>Is the \$220,000 made available through this RFP just for planning or intended to be inclusive of all of NH's BIL-funded WAP T&TA needs? For example, regarding Task 7, is there additional funding to pay for the classes that the proposer would be coordinating, or is the intent that those courses are paid for out of the \$220,000?</p>	<p>There is no additional funding available from the Department.</p> <p>The training activities are included in the RFP funding total as described in the “services and deliverables to be provided by the Contractor.” As detailed in the RFP, it is allowable for the Contractor to charge participants a nominal registration fee with approval from the Department to cover incidental costs such as refreshments or light lunch.</p> <p>Item #7 specifically requests 20 hours of individual training per program year per Subgrantee (100 hours total per program year) be provided on topics such as those included in the table following that item.</p>
2.	<p>What is the state’s current progress in meeting expenditures goals, production targets, and reporting requirement compliance? Is the state meeting the targets required to unlock the third tranche of federal funding? Reference: “The Contractor awarded through this RFP must understand that beginning approximately July 1, 2025, the contract with the Department will be contingent upon receipt of the third tranche of federal funding (50% of the total allocation).”</p>	<p>The US DOE established seven benchmarks to evaluate demonstrated progress in meeting expenditure goals, production targets, and reporting requirement compliance, for Grantees to qualify for the final tranche of BIL WAP funding. It is anticipated that the Department will achieve all required benchmarks by January 2025.</p>
3.	<p>Can you clarify the approximate timeline for reimbursement of training expenses?</p>	<p>The Contractor will provide monthly reimbursement requests to the department after expenses have been incurred, no later than the 15th of each month, and can expect payment within 30 days. The BIL WAP is a reimbursement grant.</p>

4.	Who holds the existing contract to deliver WAP T&TA in NH?	<p>The Department does not have an existing contract that is solely for WAP T&TA services. However, the Department has two monitoring contracts that require limited T&TA services, as described below.</p> <p>The Department administers two WAP programs. Annual Formula WAP and BIL WAP. The programs are identical, sharing the same Subgrantees and many of the subcontractors, with different funding sources reimbursing services delivered.</p> <p>The Annual Formula WAP has two contracts for monitoring support. One is with Horizon Residential Services, LTD, for Quality Assurance Inspections (QAI), and one is with Foster Sustainable Energy, for programmatic and technical monitoring support. Both contracts have a limited amount of training established within.</p> <p>The BIL WAP has a similar contract with Foster Sustainable Energy for programmatic and technical monitoring support, combined with limited T&TA delivery.</p> <p>As described in item #2 of the services and deliverables to be provided by the Contractor, we are requesting collaboration with these partners and the Department on T&TA coordination.</p>
5.	Will the awarded vendor be your sole training provider?	No – see #4.
6.	Are the “building shell crew and contractor Badges” the same as the “Installer Toolkit Badges” or intended to be a different or more expansive topic?	Yes, to the first question. No to the second. The RFP specifically requests a program modeled on the NREL Installer Badges Toolkit. The program may be modified, in collaboration with the Department and its Subgrantees, to best fit NH weatherization.
7.	What is the Department's expectation/ requirement for # of attendees at the National Weatherization Day celebration event? Does the Department have a desired city/ location in which to hold the event? (Reference: The Contractor will coordinate New Hampshire’s annual celebration of National Weatherization Day).	There is no expectation or requirement for the number of attendees. Plans for a 2024 celebration are tentative, and if they go forward, will be hosted by Lakes Region Community College (LRCC). The Department views LRCC as an ideal location – center of the state geographically and its curriculum and facility support energy efficiency fields. For these reasons, the Department has a strong preference for LRCC to continue hosting. LRCC provides the facility pro bono for the event.
8.	Are there any specific requirements or preferences for the venues where in-person training should be conducted?	Not generally. The Department expects training logistics to be a collaborative process with all stakeholders. As described in the RFP, services and deliverables to be provided by the Contractor, Item #2, consideration for virtual/remote classroom participants is requested. This can include video recording and remote attendance via a video conferencing platform.

9.	What are the exact roles of each qualified trainer as part of the Circuit Rider concept detailed in task 5?	The trainers are expected to be subject matter experts on topics such as those listed in the Weatherization Installer/Technician Fundamentals table in the RFP, or other similar topics chosen by the Contractor, in collaboration with the Subgrantees and Department. The trainers will travel to a location selected in collaboration with the Subgrantee to deliver training on that topic(s) to participants.
10.	Regarding task 5, is the proposer expected to provide 10 events per year, which would mean 30 events total?	The Contractor is expected to provide up to 10 events per program year. This equals 30 total events for the period of performance. Per the RFP, these events are at the request of “subcontractors, Subgrantees, or the Grantee” creating the potential for under-utilized services. A training event covering two days will be considered two events.
11.	Does the Department expect to score applications that offer fully in-person training higher than applicants who propose a hybrid blend of in-person and virtual training offerings?	All scoring criteria are spelled out in Section IV. Components Of The Proposal and Section V. Evaluation Procedures and Selection Criteria.
12.	Do you have a desired format that we should follow for the proposal submission, and are there any other pertinent submission requirements not listed in the RFP we should be aware of (e.g., page limit, file naming convention, font size and type, max file size)?	All submission requirements are listed in item 3 on page 2 of the RFP, Proposal Submission Instructions.